

Administration Officer

Part-time

Positive Solutions is a Brisbane-based consulting practice operating throughout Australia and internationally. Established in 1990, we specialise in consultancy, training and organisational development in the creative and non-profit sectors. Our clients include all levels of government, independent non-profit organisations, and commercial firms.

Our services include research to inform Government policy, facilities developments in the cultural sector, training and organisational development for non-profit organisations, and advocacy for policy developments. See www.positive-solutions.com.au for further details.

Positive Solutions also provides administrative services for BoardConnect, an organisation which supports the boards of non-profit organisations (<http://boardconnect.com.au/>). The Administration Officer will support both Positive Solutions and BoardConnect.

The Administration Officer will undertake administrative support, reports and tenders formatting, travel arrangements, event co-ordination, some project research, and Director executive assistance in our office in Kangaroo Point.

DUTY STATEMENT

Purpose of job:	Responsibilities include administrative tasks, report and presentation formatting, communication with clients, coordination of events such as workshops, focus groups and seminars, and making travel arrangements.
Responsible to:	Practice Administrator
Responsibilities:	<ul style="list-style-type: none">> Format and publish reports and presentations to very high standards. This means a highly developed expertise in the use of the Microsoft Office Suite to ensure documents are produced in accordance with the Company style guide> Organise flight bookings and accommodation for Company Directors and consultants> Manage telephone enquiries and liaise with clients and other stakeholders as required> Assist with event programming and managing communications and logistics for a diverse range of project workshops, focus groups and seminars> Assist with maintaining project files, research materials and library> Administer distribution, collection and analysis of research surveys and ensure high response rates to surveys by undertaking adequate marketing and follow-up> Assist with office maintenance including contractor and supplier liaison



- > Assist with marketing development, including to social media, website management and newsletter
- > Undertake desk-based and primary research, under the guidance of Positive Solutions Directors. Research tasks include benchmarking research, policy review, stakeholder surveying and analysis and stakeholder interviewing

Selection Criteria

ESSENTIAL

- > Exceptional knowledge of Microsoft Office Suite, including fast formatting of documents, respecting company standards, creating and maintaining new templates
- > Close attention to detail, even under high pressure
- > High level communication and writing skills
- > Ability to handle multiple projects and tasks and work to deadlines
- > Enthusiasm, initiative and the ability to work independently and as part of a small dedicated team

DESIRABLE

- > Understanding of working in a consulting environment
- > Event coordination experience
- > Knowledge of Adobe Suite (including InDesign)
- > Experience in marketing, including updating websites, developing social media posts and newsletters through MailChimp
- > Interest in the arts and cultural sector or the not-for-profit sector

Qualifications

- > Tertiary degree or extensive relevant experience
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HOURS AND SALARY

The projected time commitment is 1 to 3 days per week. Hours will be negotiated with the successful candidate and will likely vary from week to week.

The role attracts remuneration of \$25.00 - \$27.5 per hour - according to experience, plus superannuation contribution of 9.5%.

Office hours are 9am to 5pm and the office is located at 1/301 Main Street, Kangaroo Point.

APPLICATIONS

Applications should include a full CV, with a covering letter explaining your reasons for applying, and short responses to the Selection Criteria. Contact details for three referees should be provided, none of whom will be contacted without the candidate's consent.

Applicants who do not address the Selection Criteria will not be considered.

Applications are to be emailed by 15 August 2017 to:

Stephanie Gaffric, Practice Administrator, Positive Solutions stephanie.gaffric@positive-solutions.com.au

If you wish to discuss any aspect of this post, please contact Stephanie on 07 3891 3872.

For further information about our work please refer to our website www.positive-solutions.com.au.

